

## **Choice Training 2-1: School Registration Overview**

### **1. Training 2-1 School Registration Process Overview**

#### **1.1 Training 2-1:**



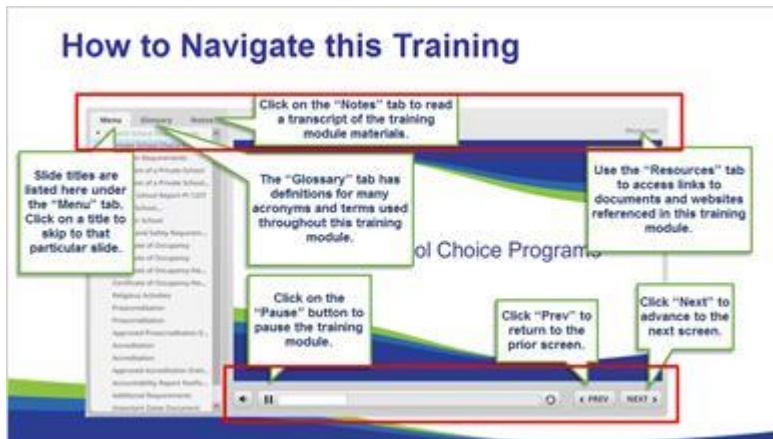
#### **Notes:**

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will provide an overview of the school registration process.



## 2-1.2 How to Navigate this Training Module



### Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

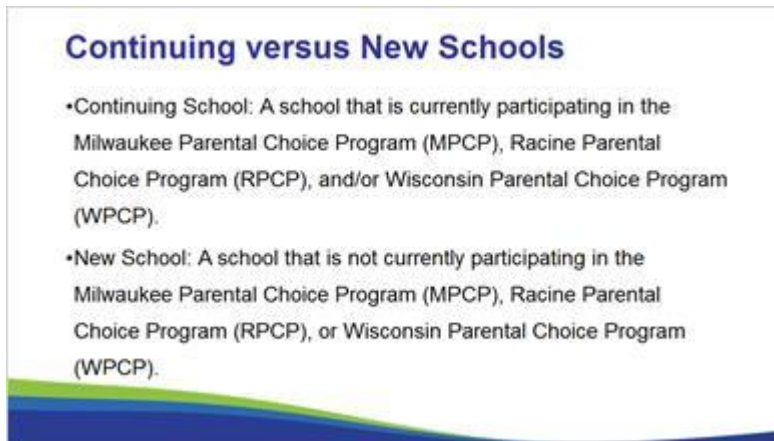
Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

### ***2-1.3 Continuing versus New Schools***



**Continuing versus New Schools**

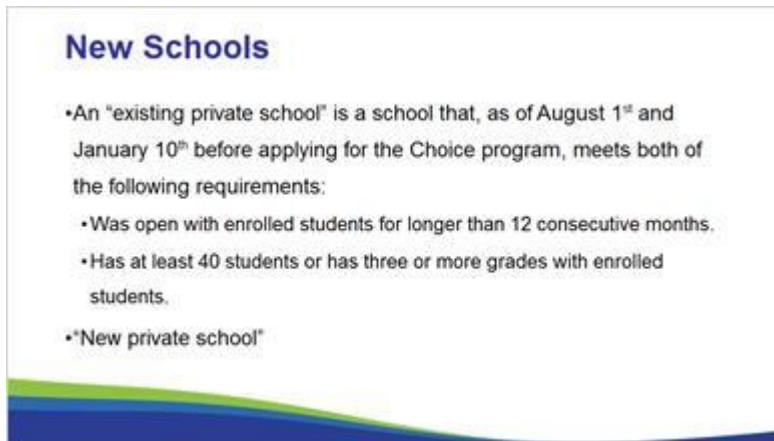
- Continuing School: A school that is currently participating in the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), and/or Wisconsin Parental Choice Program (WPCP).
- New School: A school that is not currently participating in the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP), or Wisconsin Parental Choice Program (WPCP).

#### **Notes:**

Continuing schools are schools that are currently participating in the Milwaukee Parental Choice Program, known as the MPCP, Racine Parental Choice Program, known as the RPCP, or Wisconsin Parental Choice Program, known as the WPCP. All three programs together are referred to as the Private School Choice Programs or Choice.

New schools are any schools that are not currently participating in the Private School Choice Programs. If a school currently participates in one of the Choice programs and decides to participate in an additional Choice program, they are considered a continuing school, not a new school.

## **2-1.4 New Schools**



### New Schools

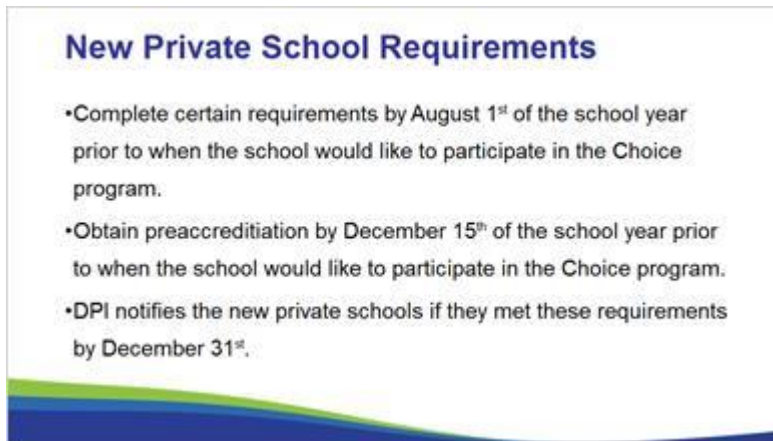
- An “existing private school” is a school that, as of August 1<sup>st</sup> and January 10<sup>th</sup> before applying for the Choice program, meets both of the following requirements:
  - Was open with enrolled students for longer than 12 consecutive months.
  - Has at least 40 students or has three or more grades with enrolled students.
- “New private school”

### **Notes:**

Wisconsin statute requires that new schools to the Choice program meet additional requirements if they are considered a “new private school.” If the school is an “existing private school,” it does not need to meet these additional requirements. An “existing private school” is a school that was open with enrolled students for longer than 12 consecutive months and has at least 40 students enrolled at the school or has three or more grades with enrolled students. Since schools that are “new private schools” are required to meet certain requirements by August 1<sup>st</sup> the school year before they participate in the Choice program, the school must meet these requirements as of August 1<sup>st</sup> and January 10<sup>th</sup>.

If a school would be considered a “new private school” but is operated or managed by a school already participating in the Choice programs that meets certain participation requirements, the school is exempt from having to meet the “new private school” requirements.

### ***2-1.5 New Private School Requirements***



**New Private School Requirements**

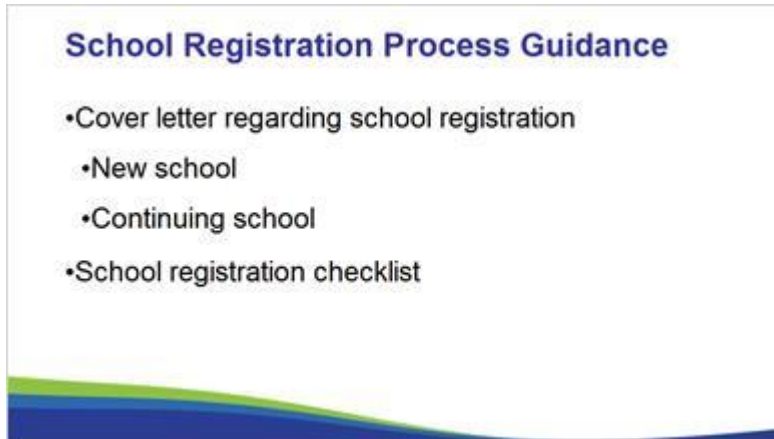
- Complete certain requirements by August 1<sup>st</sup> of the school year prior to when the school would like to participate in the Choice program.
- Obtain preaccreditation by December 15<sup>th</sup> of the school year prior to when the school would like to participate in the Choice program.
- DPI notifies the new private schools if they met these requirements by December 31<sup>st</sup>.

#### **Notes:**

Wisconsin statute specifies that schools that are considered “new private schools” must complete certain requirements in advance of the other schools. For example, “new private schools” must complete an Intent to Participate in the Choice programs by August 1<sup>st</sup> of the school year prior to when the school would like to participate in the Choice program. They are also required to obtain preaccreditation by December 15<sup>th</sup> of the school year prior to when the school would like to participate in the Choice program. The Department of Public Instruction, or DPI, notifies private schools that registered as a new private school by December 31<sup>st</sup> if they met the requirements as of that date. If the school meets the requirements, it must complete the January registration process we will talk about next.

If a “new private school” did not meet the requirements, they are not eligible to participate in the Choice program for the upcoming school year.

### ***2-1.6 School Registration Process Guidance***



#### **Notes:**

Schools must read the cover letter explaining the school registration process before completing any of the required items. DPI provides a version of this letter for new schools to the Choice program and a version for schools that are continuing in the Choice program.

The other resource that is available is the school registration checklist. This checklist provides a list of the items that schools must complete in order to participate in the Choice programs. It is extremely important that schools use this checklist to ensure they have completed all of the required steps of the registration process.

### ***2-1.7 Forms Required to Participate***



#### **Notes:**

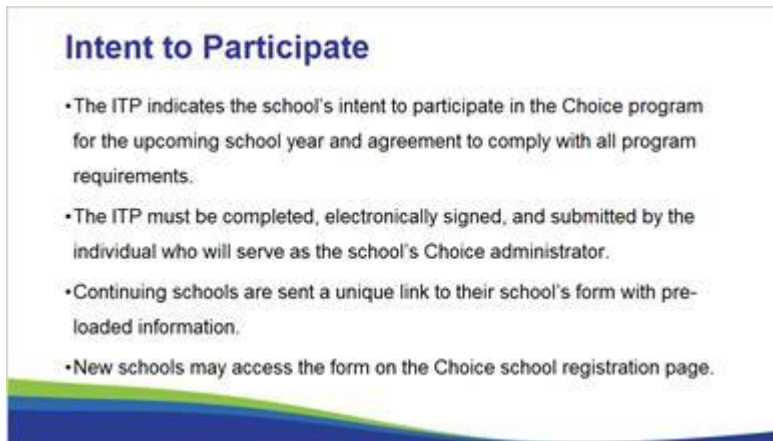
In order to participate in the Choice program, the school must complete the Intent to Participate, or ITP. The ITP includes the random selection agreement and student rights acknowledgement.

Additionally, all schools that participate are required to annually pay a nonrefundable auditor fee. The school must mail the auditor fee form and a cashier's check for the required amount to the address on the form.

The designee authorization form and the intent to offer summer school survey are forms that are only required from certain schools. We will discuss these forms further later in the training.

Finally, new schools participating in the Choice program must complete the Hours of Instruction form. This form is explained in detail in a later training.

## ***2-1.8 Intent to Participate***



### Intent to Participate

- The ITP indicates the school's intent to participate in the Choice program for the upcoming school year and agreement to comply with all program requirements.
- The ITP must be completed, electronically signed, and submitted by the individual who will serve as the school's Choice administrator.
- Continuing schools are sent a unique link to their school's form with pre-loaded information.
- New schools may access the form on the Choice school registration page.

### **Notes:**

The ITP indicates the school's intent to participate in the Choice programs in the upcoming year. In the ITP, the school will be required to indicate it will comply with all program requirements.

The ITP must be completed electronically and submitted by the Choice administrator. The Choice administrator is the individual who is responsible for the Choice requirements.

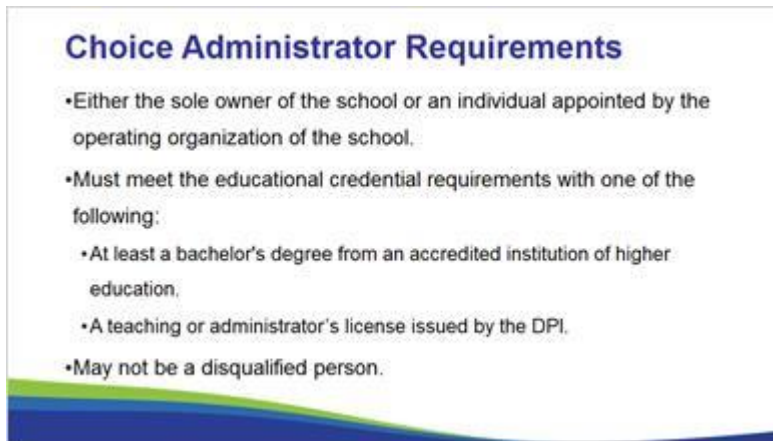
If the school is a continuing participant in the Choice program, a unique link for the ITP will be sent to the current Choice administrator. The school should use this link to complete the ITP. If the school is unable to locate this link, contact the Choice team using the contact information at the end of this training.

If the school is a new participant in the Choice program, the school must complete the ITP using the link on the School Registration Information webpage. A link to this webpage can be found in the Resources in the top right corner of the training screen. Continuing schools should not use this link since it does not have the school's prior year information included in it.

We will go through the ITP in detail in the next session.



### ***2-1.9 Choice Administrator Requirements***



**Choice Administrator Requirements**

- Either the sole owner of the school or an individual appointed by the operating organization of the school.
- Must meet the educational credential requirements with one of the following:
  - At least a bachelor's degree from an accredited institution of higher education.
  - A teaching or administrator's license issued by the DPI.
- May not be a disqualified person.

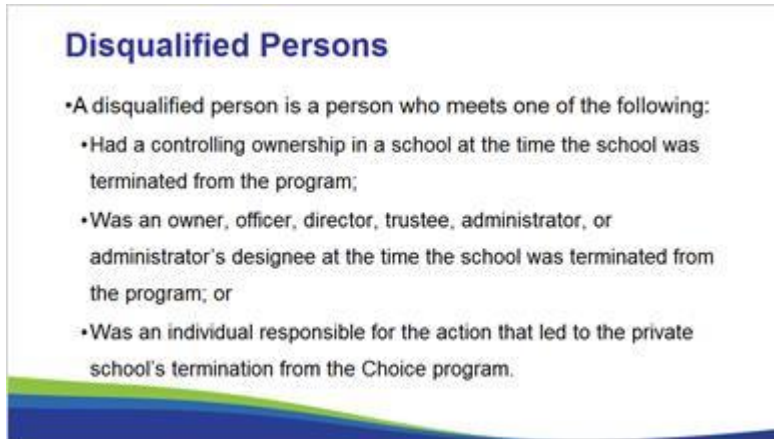
#### **Notes:**

The Choice administrator must either be an owner of the private school or an individual appointed as the Choice administrator by the school's governing body.

Additionally, the Choice administrator must have at least a bachelor's degree from an accredited institution of higher education or a teacher or administrator license issued by the DPI. In order to determine if an institution is accredited, the Choice administrator should review the US Department of Education webpage. The institution must be listed on this webpage to be considered accredited. For additional information on the educational credential requirements for Choice administrators, see the Staff Credentials Bulletin available on the Choice Bulletins webpage. A link to these webpages are available in the Resources tab in the top right corner of the training screen.

Finally, a Choice administrator must not be a disqualified person.

### ***2-1.10 Disqualified Persons***



**Disqualified Persons**

- A disqualified person is a person who meets one of the following:
  - Had a controlling ownership in a school at the time the school was terminated from the program;
  - Was an owner, officer, director, trustee, administrator, or administrator's designee at the time the school was terminated from the program; or
  - Was an individual responsible for the action that led to the private school's termination from the Choice program.

#### **Notes:**

The Choice administrator may not be a disqualified person. A disqualified person is an individual who had a controlling ownership in, or was an owner, officer, director, trustee, administrator, or administrator's designee at the time a school was terminated from the Choice program. A disqualified person also includes an individual who was responsible for the action that led to the private school's termination from the Choice program.

It is important for the Choice administrator to be familiar with who a disqualified person is to ensure no disqualified persons are hired at the school. Additionally, a Choice administrator may be determined to be a disqualified person if they are an administrator when the school is barred or terminated from the Choice program.

### ***2-1.11 Disqualified Persons (cont)***

**Disqualified Persons (cont)**

- A disqualified person may not be an owner, officer, director, trustee, administrator, administrator's designee or an individual with administrative financial or pupil health and safety responsibilities, whether compensated or not, at another Choice school for seven years from the date of the order terminating or barring a school from participation.
- A school may be terminated if it retains a disqualified person.

**Notes:**

A disqualified person may not be an owner, officer, director, trustee, administrator, administrator's designee or an individual with administrative financial or pupil health and safety responsibilities, whether compensated or not, at another Choice school for seven years from the date of the order terminating or barring a school from participation in the Choice program. A list of individuals that are currently disqualified persons is available on the Choice School Information webpage. A link to this webpage is available in the Resources in the top right corner of the training screen.

## 2-1.12 Choice Administrator Requirements-Training

Choice Administrator Requirements-Training		
	Choice Administrator of a School New to the Choice programs	Choice Administrator of a School Currently Participating in the Choice programs
Online Training Courses	X	X
In-person Budget Training	X	

### Notes:

The Choice administrator of a school new to the Choice programs must complete online training courses and an in-person training on the Choice program budget. The Choice administrator of a school that is currently participating in the Choice programs needs to complete the online training courses. In order to obtain access to the online training courses, the Choice administrator must complete the form requesting access. The form is available on the Choice Training webpage. A link to the webpage is available in the Resources in the top right corner of this screen.

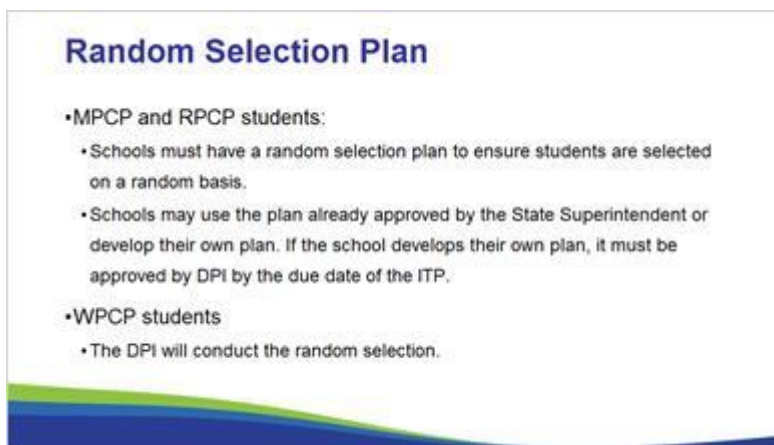
New Choice schools must complete the online training courses by a certain date in order to participate in the Choice program. Please refer to the School Registration Information webpage for the date by which the training must be completed. A link to the School Registration Information webpage is available in the Resources in the top right corner of the training screen.

The Choice administrator of a school new to the Choice programs is required to complete an in-person training on completing the Choice budget. This is required because new participants in the Choice program are required to complete a budget for the upcoming school year and provide it to the DPI by May 1<sup>st</sup>. This in-depth training will be a hands on training where the participants will complete a sample Choice budget in Excel. Choice schools are strongly encouraged to have their accountant and/or another individual that will assist with the preparation of the budget at this training.

Schools that are new to the program may want to consider having more than one

individual, that meets the educational credential requirements to be an administrator, and attend the in-person budget training. This is because new schools may not change their Choice administrator until after August 1<sup>st</sup> of their first year of participation unless the new administrator completed the in-person budget training.

### **2-1.13 Random Selection Plan**



**Random Selection Plan**

- MPCP and RPCP students:
  - Schools must have a random selection plan to ensure students are selected on a random basis.
  - Schools may use the plan already approved by the State Superintendent or develop their own plan. If the school develops their own plan, it must be approved by DPI by the due date of the ITP.
- WPCP students
  - The DPI will conduct the random selection.

#### **Notes:**

If the number of eligible applications received exceeds the number of seats available, a random selection must be held to determine which applications will be accepted.

For MPCP and RPCP students, the schools must have a random selection plan to determine how students will be selected. The school may decide if it would like to use the plan approved by the State Superintendent or develop their own plan. The plan approved by the State Superintendent is included in the ITP electronic form. If the school would like to develop its own plan, the plan must be approved by the DPI no later than the due date of the related ITP.

Under state law, no more than a certain percentage of a public school district membership may participate in the WPCP. In the 2017-18 school year, the DPI will complete the random selection for the program. In the 2018-19 school year and thereafter, the DPI will complete the random selection for any school district that has more eligible applications than the number of students that may participate in the program.

### ***2-1.14 MPCP & RPCP Random Selection Plan***

**MPCP & RPCP Random Selection Plan**

- Schools may only accept Choice applications during the open application periods selected on the Intent to Participate form.
- If the number of eligible applications received during an open application period exceeds the number of seats available, schools must hold a random drawing to determine which applicants are accepted.

#### **Notes:**

Schools may only accept Choice applications during the open application periods selected on the ITP. A later training will explain the open application periods in more detail. If the number of applications received by the school during the open application period exceeds the number of seats the school has available for Choice students, the school must hold a random drawing. All applications must have an equal chance of being selected in the random draw.

### ***2-1.15 MPCP & RPCP Random Selection-Preferences***

**MPCP & RPCP Random Selection-Preferences**

- A school may give preference to the following in the order of preference listed:
  1. Pupils who attended the private school under the Choice program during the previous year and their siblings;
  2. Pupils who attended a different private school under a Choice program during the previous year and their siblings; and,
  3. Siblings of pupils who have been randomly accepted to attend the private school under the Choice program who did not attend a private school under a Choice program in the previous year.
- The drawing must continue until all available seats are filled and a waiting list order is determined.

**Notes:**

Wisconsin statute permits schools to give preference to certain pupils. The students that may receive preference are listed on this screen in the order that they may receive preference. First preference can be given to pupils who attended the private school under the same Choice program during the previous school year. The siblings of those pupils receive second preference. Next, any pupils who attended a different private school under a Choice program during the previous year receive preference, followed by their siblings. Finally, siblings of pupils who have been randomly accepted to attend the private school under the Choice program who did not attend a private school under a Choice program in the previous year may receive preference.

The random drawing must continue until all available seats are filled and a waiting list order is determined. In the MPCP and RPCP, schools may determine if a seat left vacant from a student withdrawal will be filled with a student from the waiting list. If the school decides to take students from the waiting list, the school must offer the seats in the order determined during the random drawing.


Schools that conduct their own random selection can choose whether or not they will apply these preferences. The school must determine which preferences it will use at the beginning of the year, if any, and apply them consistently throughout the year.

The DPI uses these preferences when completing the random selection for the WPCP.

***2-1.16 Random Selection Plan (cont)***

**Random Selection Plan (cont)**

- Random selection, if required, must occur within one week after the end of the open application period and before the next count date.
- Schools must notify all MPCP and RPCP applicants in writing, within 60 days of receipt of the application, of acceptance or non-acceptance at the school.
- WPCP applicants who are determined ineligible by the school must also be notified in writing.
- If a student's application is not accepted, the letter must indicate the reason for non-acceptance.





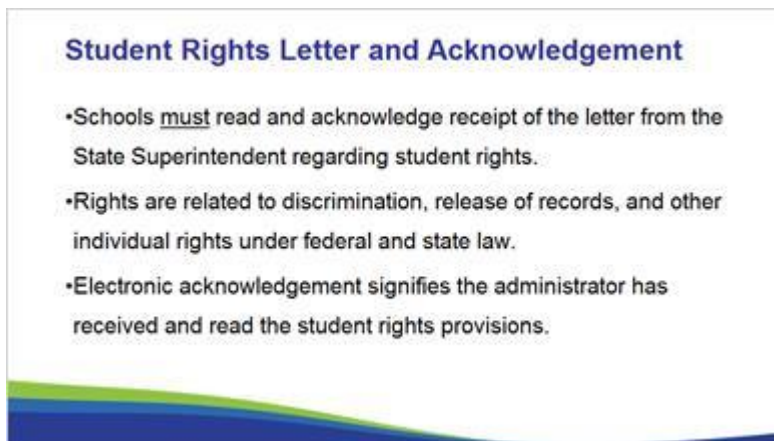
**Notes:**

If the school decides to adopt the random selection agreement approved by the State Superintendent, it must complete the random selection within one week after the open application period and before the next count date, whichever is earlier.

Schools must notify all MPCP or RPCP applicants if they were accepted or not accepted into the applicable Choice program at the school. This notification must be in writing and sent within 60 days of receipt of the application. WPCP applicants must also be notified in writing if the application is determined ineligible by the school.

If a student's application is not accepted, the letter must indicate the reason or reasons for non-acceptance.

***2-1.17 Student Rights Letter and Acknowledgement***

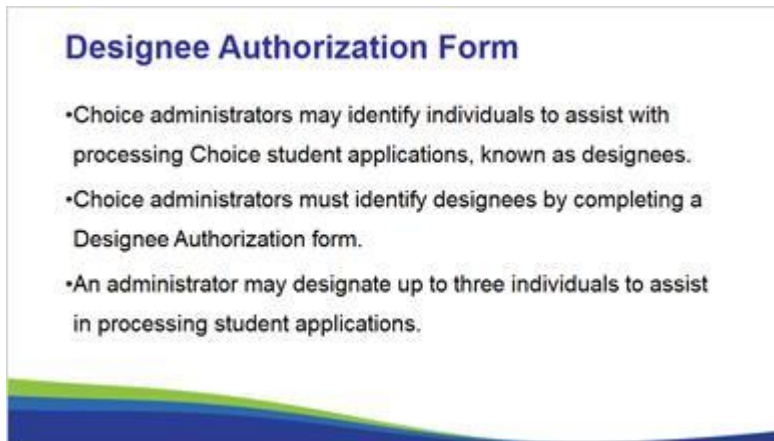


**Notes:**

Schools must read and acknowledge receipt of the letter from the State Superintendent regarding student rights. The rights in the letter are related to discrimination, release of records, and other individual rights under federal and state law. The Choice administrator must check the box within the ITP to indicate he or she has received and read the student rights provisions in the letter.



### ***2-1.18 Designee Authorization Form***

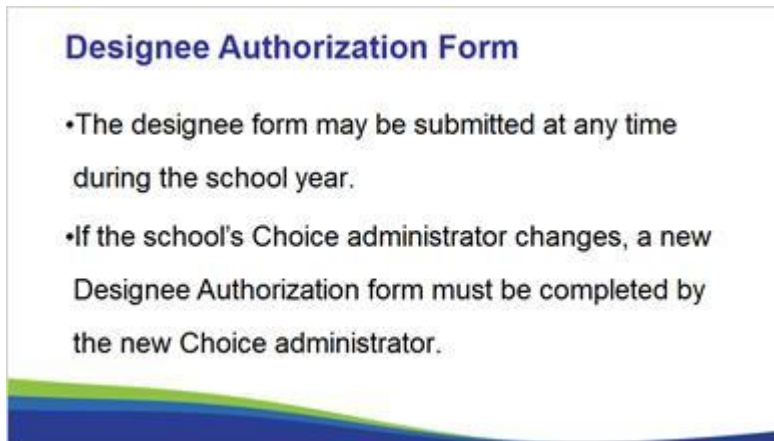


#### **Notes:**

The Choice administrators may identify individuals to assist with the processing of student applications. These individuals are known as designees. In order to authorize designees, the Choice administrator must complete a Designee Authorization form. This form allows for the Choice administrator to designate up to three individuals to assist in processing student applications.

The designee authorization form is available on the School Registration Information webpage. A link to this webpage is available in the Resources in the top right corner of the screen.

### ***2-1.19 Designee Authorization Form***

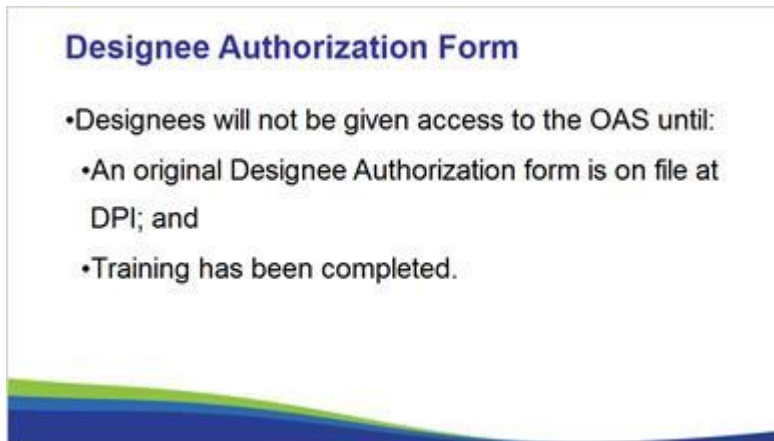


#### **Notes:**

The designee authorization form can be submitted at any time during the year. Schools new to the Choice program should provide the Designee Authorization form by the due date of the ITP.

If the Choice administrator for a school changes, the new Choice administrator must submit a new Designee Authorization form indicating which designees he or she will have for the Choice program.

## ***2-1.20 Designee Authorization Form***



### **Notes:**

In addition to completing the Designee Authorization form, designees must complete training before they will be given access to OAS. OAS is the system used to process student applications.

Part of the required Choice administrator training includes the designee training. Once the designee or Choice administrator training is completed, DPI will mail the designee or Choice administrator their OAS user name and password. Mailing this information can take approximately two weeks. The student open application periods begin on February 1<sup>st</sup>. Therefore, if the designee will assist with processing applications at the beginning of the open application periods, the designee should try to complete the training at least two weeks in advance of February 1<sup>st</sup>. As a reminder, Choice administrators of new schools are required to complete the online training by the date specified on the School Registration Information webpage.

If you have questions regarding the training, contact the Choice team using the contact information at the end of this presentation.

For more information on the requirements an individual must complete to gain access to OAS, see the Choice Administrators, Designees, and Obtaining an OAS Password training available on the Choice Bulletins webpage. A link to this webpage is available in the Resources in the top right corner of the training screen.

## ***2-1.21 Summer School Intent to Offer Form***

### **Summer School Intent to Offer Form**

- If the school will provide summer school in the following summer it must:
  - Review the letter explaining summer school.
  - Review the summer school bulletin.
  - Complete the summer school intent to offer form by the due date of the ITP.

### **Notes:**

If the school will be offering summer school, the Choice administrator should read the letter explaining summer school, the summer school bulletin, and complete the Intent to Offer Summer School survey by the due date of the ITP. The survey indicates that the school is interested in providing summer school. Schools that complete this form will be provided with additional information on the summer school required forms. The summer school letter and Summer School Intent to Offer form are available on the School Registration Information webpage. The summer school bulletin is available on the Choice Bulletins webpage. Links to these webpages are available in Resources in the top right corner of the training screen.

### **Questions**

Website: <http://dpi.wi.gov/sms/choice-programs>

Email: [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov)

Phone: 1-888-245-2732 ext. 3



**Notes:**

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov), or call the toll-free number at 1-888-245-2732, extension 3 with questions.